

City of Minneapolis Licenses and Consumer Services

350 South 5th Street – Room 1C Minneapolis, MN 55415–1391 Phone: 612-673-2080 Fax: 612-673-3399 TTY: 612-673-2157 www.minneapolismn.gov/business-licensing

License Application Guidelines and Checklist

License Type: Amusement, Place Of

DEFINITIONS:

Place of Amusement: In addition to the Amusement Mechanical Devices license, any place where three (3) or more amusement mechanical devices are used or displayed for use requires a Place of Amusement license. Places where such devices are held in storage or for sale and are not actually in use or displayed for use doe not require licenses or decals.

Amusement Mechanical Device: Each machine must be licensed. These are machines or devices that upon the insertion of a coin, slug, token, or paper currency; at a fee charged by the establishment; or equipped to permit a free play or game;

- 1. Operate mechanically, electronically, by means of a video display or a combination thereof;
- 2. Operate as a game, contest or other amusement and do not have an automatic payoff device for the return of money, coins, merchandise, checks, tokens or any item of value, including pinball machines or mechanical miniature pool tables, bowling machines, shuffleboards, electric rifle or gun ranges, miniature mechanical devices or games patterned after baseball, basketball, hockey and similar games, played solely for amusement and not as gambling devices.

Amusement Mechanical Devices also include amusement devices, photo machines, non-commercial recording machines, machine operated target shooting, bowling games, baseball games, and card games.

Amusement Mechanical Devices are prohibited in grocery stores.

Prohibitions: Prizes, awards, merchandise gifts, or anything of value given to any player or operator; Gambling; Devices that have been converted into automatic payoff machines that discharge coins, checks or other tokens; and Establishments holding on-sale licenses for the sale of liquor, wine or beer that exclude all persons under the age of eighteen years of age unless accompanied by a parent/guardian.

Place of Amusement License Required?	On-Sale Beer, Liquor Or Wine License?	Amusement Mechanical Devise License and Decal for Each Machine Required
Class A	No	7 or more machines
Class B-1	Yes	3 – 6 machines
Class B-2	Yes	7 or more machines
Class C	No	3 – 6 machines
No		1 – 2 machines

Staff Initials	Application Checklist Submit completed items below to:
	Minneapolis Development Review 250 South 4 th Street, Room 300 Public Service Center, Minneapolis, MN 55415
	1. License Application (Form #1)
	2. Zoning Addendum (Form #2)
	3. Business Plan (Form #3)
	4. Additional Permits – Complete and attach Form #4 with your application.
	5. Number of Machines:
	6. \$ Service Availability Charge (SAC) - A fee may be imposed by Metropolitan Council Environmental
	Services for new connections or increased volume discharged to the metropolitan wastewater system. This fee must
	be paid at the Minneapolis Development Review Office before you license will be issued.
	SAC Determination Letter – attach copy.
·	7. Fee: plus New License Surcharge

Your License Application

- a. Incomplete applications will be returned.
- b. All applications must be signed by an owner, partner or principal.
- c. No license will be issued for a period longer than one year.
- d. Licenses are not transferable.
- e. Make a duplicate copy of this packet for your personal records before submitting.
- f. Minnesota Sales Tax ID Number or 651-296-6181.
- g. If you are applying for multiple licenses, applications may be combined. Talk to License Staff at 300 Public Service Center.

Approval of the Fire Department - This is required before a license will be approved and will be requested by a License Inspector.

Information in Other Languages - Yog xav paub tshaj nos ntxiv, hu 612-673-2800. Macluumaad dheeri ah, kala soo xiriir 612-673-3500. Para mas información llame al 612-673-2700.



City of Minneapolis Licenses and Consumer Services 350 South 5th Street – Room 1C

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11 1
FOR OFFICE USE ONLY:
LICENSE ID #:
LIC CLERK:
FEE: \$
DATE:

LICENSE APPLICATION

1. BACKGRO	UND INFORMATION			
Type of License Minnesota Sales Tax ID Number, Social Security Number,	Starting a new b	usiness in a new l	building (New busin ting building (New 'New owner)	
or Individual Tax ID Number	Name of existing Remodeling only	business		
Legal Corporate Name of Business	Trade Name (DBA)		Business Telephone Number	
Business Address/Location	City		State	Zip Code
Mailing Address (if Different than Business Address)	City		State	Zip Code
Name of Person Filling out this Application	Title		Telephone Number	
E-mail Address	Fax Number		Cell Phone Number	
Name of Manager and Home Address			Date of Birth	
Type of Ownership: Corporation LLC Sole Proprietor Partnership Non-Profit	Date of Incorporation		State of Incorporation	
Is this business publicly traded? \square Yes \square No				
2. LIST ALL OWNERS, PARTNERS AND CORP				
Full Name: First, Middle, Last	Date of Birth	% of Ownership	Telephone Numb	er
Home Address	City	State	Zip Code	
Full Name: First, Middle, Last	Date of Birth	% of Ownership	Telephone Number	
Home Address	City	State	Zip Code	
Full Name: First, Middle, Last	Date of Birth	% of Ownership	Telephone Number	
Home Address	City	State	Zip Code	
Full Name: First, Middle, Last	Date of Birth	% of Ownership	Telephone Number	
Home Address	City	State	Zip Code	
Have any of the above people been convicted of a crime?	Yes No	1	1	
If Yes, please provide (or attach) dates and conviction specific	s.			

3. BUSINESS INFORMATION				
Square Footage for Business Use		Hours of Operation		
Describe in detail the principal produc	ts, types of entertainme	ent or services rendered.		
Describe in detail the principal produc	o, e, pes or entereumine			
List any licenses currently or previousl	v held in Minneanolis ((Rusiness or Individual)		
	-			
		inneapolis or another government entity?	P ∐ Yes ∐ No	
If Yes, indicate date of denial/revocation, government agency, reason for denial or revocation.				
Are you planning or have you complete	ed any construction	Name of Contractor or Building Manag	ger	
or remodeling? Yes No	·			
Explain the scope of the remodeling or	construction:			
Workers' Compensation Company		Policy Number	Dates of Coverage	
		Or	<u></u>	
I certify that I am not required to carry workers' compensation insurance because: I am self insured. I am the sole proprietor and I have no employees. I have no employees who are covered by workers' compensation law. Only employees who are specifically exempted by statute are not covered by the workers' compensation law. These include spouse, parents, and children				
regardless of age. All other workers wh		VEHICLES		
Will there be vehicles used in the busin		(Attach additional sheets if necessary)		
Year/Make/Model	Vehicle Company	VIN Number	License Plate Number	
Teal/Make/Model	ID Number	VIIVIVAINDEI	(State)	
	5 VE	 CRIFICATION		
The date you furnish on this application			ations for licensum	
The data you furnish on this application will be used by the City of Minneapolis to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Minneapolis may be unable to process this application. Disclosure of your Social Security number, Minnesota Tax ID Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72 and your Social Security number may be requested by and released to the Minnesota Commissioner of Revenue. Upon submission of this application, all information except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13. A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION				
I, (print name), certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota.				
SIGNATURE OF APPLICANTTITLEDATE_				



City of Minneapolis Community Planning & Economic Development Planning Division 250 South 4th St. Room 300 Minneapolis MN 55415-1316 612-673-3000 or 311 Fax 612-673-2526

Zoning Addendum

Applicants requesting a business license must be in compliance with all zoning regulations before a license can be approved. Bring this form to the **Minneapolis Development Review Center at the above address, or call (612) 673-3000 or 311 to schedule an appointment** for a City Planner to complete the remainder of this application. Approval from the Planning Department and/or City Planning Commission is required <u>before</u> an official license will be approved by the Minneapolis City Council.

=======================================	THIS SECTION IS TO BE COMPI	LETED BY THE APPLICANT ====	
1. Name of Business:			
2. Proposed Business Addres	s:		
	= THIS SECTION IS TO BE COME	PLETED BY CITY PLANNER ====	
3. Zoning district:	Proposed land use(s	s):	
4. Are there any existing land	use approvals for this address which	ch affect this license application?	□YES □NO
If Yes, provide a brief descript	tion of any land use history relevant	to the proposed licensure.	
5. Comments:			
	Enforcement Staff required? TYE		
	THIS SECTION IS TO BE COMPLI		
7. Is the site in compliance wit	th all existing Conditions of Approva	al? _YESNO If No, List requ	irements for compliance:
8. Comments:			
CPED Planning Staff Signatu	ure:	DATE	EXT
====== <u>AUT</u>	HORIZED HOURS TO BE COMPL	ETED BY LICENSE INSPECTOR	_========
R, OR, C1, C2, C3S	s, C4, and I: Sun - Thurs, 6:00	0 am to 10:00 pm; Fri - Sat, 6	6:00 am to 11:00 pm.
Downtown and C3A	: Sun - Thurs, 6:00 am - 1:00	am: Fri - Sat. 6:00 am - 2:00	o am.



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Business Plan Requirements

The Minneapolis Code of Ordinances (MCO), Chapter 259.30, requires applicants to provide a business plan that sets forth, in detail, the manner in which the licensed business will be operated. Applications will not be processed without a satisfactory business plan. Not all questions may be applicable to your business operation. Answer all that are relevant. Attach additional sheets if necessary.

questions	may oc app	nouse to your outsiness operation. This wer air that are relevel	iii. Tittavii aaaitio	nai siicets ii necessai	
		n / Staffing Model. MCO 259.250 requires a licensee to take s premises and parking area. Attach your security plan which			
		ment. MCO 259.125 requires a licensee to clean litter with er clean-up including additional resources during the warm w		us of your establishr	ment. Describe your
3.	Entertainme	nt. Describe the type of entertainment at your establishment a	nd the age group e	expected to attend.	
4.	Thursday Friday Saturday Sunday Noise Abate	pe of Entertainment ment. MCO 389 regulates allowable decibel levels of noise fatablishment will not violate this.			
I, (print 1	name)	ACKNOWLEDGEMENT AND A		owner hereby ackno	wledge and agree to
the follow	ving: The attached Any mate implement Violation	ched business plan is a true and correct reflection of the unde terial change in the business plan must be submitted to an appentation; and in of this business plan may result in suspension, revocation, and by the Minneapolis City Council.	rsigned's intention broved by the Mini	ns; and neapolis City Counci	l before
Signature	e	Title			Date



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Additional Licenses and Permits

Licenses

	Amusement Mechanical Device: Machines or devices that: 1) Upon the insertion of a coin, slug, token or paper currency; at a fee
	charged by the establishment; or equipped to permit a free play or game; 2) Operate mechanically, electronically, by means of a video
	display or a combination thereof; 3) Operate as a game, contest or other amusement and do not have an automatic payoff device for the
	return of money, coins, merchandise, checks, tokens or any item of value; including pinball machines or mechanical miniature pool
	tables, bowling machines, shuffleboards, electric rifle or gun ranges, miniature mechanical devices or games patterned after baseball,
	basketball, hockey and similar games, played solely for amusement and not as gambling devices. Amusement Mechanical Devices also
	include Amusement Devices: P hoto machines; non-commercial recording machines; machine operated target shooting, bowling,
	baseball and card games. Prohibitions: 1.Prizes, awards, merchandise gifts, or anything of value given to any player or operator;
	2. Gambling; 3. Devices that have been converted into automatic payoff machines that discharge coins, checks or other tokens.
Г	Amusement, Place of: Any place where amusement mechanical devices are used. The following are exempt: 1) Places that are not
_	licensed for on-sale liquor, wine or beer and have three (3) or fewer amusement devices; 2) Places where such devices are held in storage
	or for sale and are not actually in use; 3) Places owned or operated by a public corporation; Establishments holding on-sale licenses for
	liquor, wine or beer that exclude all persons under the age of eighteen (18) years of age unless they are accompanied by a parent or
_	guardian. NOTE: An Amusement, Place of License is required in addition to an Amusement Mechanical Device License.
Ļ	Circus: A public performance given by a traveling company of acrobats, clowns, entertainers, and/or trained animals.
Ļ	Children's Rides: Any animal used to give rides to children or to power a vehicle used to give rides to children.
Ļ	Games of Skill: Any place where balls or missiles of any kind are thrown or shot at any type of target that is not coin operated.
	Jukebox: Two types of jukeboxes require a license: Movie Musical Jukebox: A machine that, upon the insertion of a coin or slug,
	shows movies and plays music at the same time. Musical Jukebox : A machine that plays music upon the insertion of a coin or slug.
	galleries or ranges maintained or operated by any military organization, police department or school and not available to the general
	public are exempt. See Shooting Gallery License Application for additional requirements.
	Permits
Г	Amplified Music: Noise permit required. Contact the Environmental Services Division, 612-673-3867.
F	Amusement Rides: Carnival license required. Contact the Licenses Division, 612-673-2080.
F	Animal Permits: Contact Minneapolis Animal Care and Control, 612-370-3892.
F	Electrical Permit for temporary service and outlets. Contact the state of Minnesota 612-866-1979 or 1-800-342-5354 or email
_	www.electricity.state.mn.us.
Г	Fire Works and Fire Related Permits: Contact the Minneapolis Fire Department, 612-335-3413.
F	Heating Permit for temporary heat or air conditioning. Contact the Inspections Division, 612-673-3000 or 311.
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_	license. Contact the Licenses Division at 612-673-2080.
Г	MN DOT: 651-234-7911.
F	MTC Transit Detours: 612-349-5410.
F	Parades: Must submit a map of the route. Contact the Transportation Division 612-673-2222.
F	Park Board Permits: 612-230-6441.
F	Plumbing and Gas: Inspections for potable water, gas burners and discharges to sewers. Contact the Inspections Division at 612-673-
L	3000 or 311.
г	_
F	Recycling Containers: Must be requested ten days in advance.
L	Security and Off Duty Police: Security plan must be approved before your event. Contact the Police Special Event Coordinator at 612-673-3942.
г	Short Term Food Permits for food and beverage distribution. Contact the Environmental Health Division, 612-673-5817.
F	
F	Street Closures for block events, parade routes, detours, etc. Contact Transportation and Parking Services Division at 612-673-5750.
L	Temporary Toilets: Must use a state of Minnesota licensed service company and provide an adequate number of units per industry
_	guidelines. Contact vendors in the yellow pages.
Ļ	Tents: A detailed plan must be approved by Building and Fire Inspectors. 612-673-3143.
L	Traffic Control: 612-335-5926. The Traffic Control hourly rate is \$50. If a service request is received less than 30 days before the
	event, the hourly rate is \$75 which is also charged for unanticipated or same day requests for additional time or agents. A minimum
	number of hours may be required. Invoices, based on the negotiated cost, must be paid prior to the event. Cancellations: Full refund if

cancellation notice is received more than 14 days prior to the event. If notice is received between 7-14 days prior to the event, there is a